1. Prior to submission of a course request to the Office of Continuing Education, the instructor must contact the department head overseeing the rubric under which the course will be offered. If the department head agrees to review the proposal, the instructor may then complete the Office of Continuing Education Course Request form (580 - Special Topics Request).

2. Guidelines for completion of top section of form:

- **Rubric/Course #** - Examples: CHEM 580, EDCI 580, MATH 580. The rubric and course number must exist in the current MSU Graduate and Undergraduate Bulletin.

- **Title** - The instructor chooses the course title.

- **Course Dates, Meeting Days & Times** - List specific dates, days of the week, and times. If an assignment is due after the actual class meeting days, indicate the due date. This will be considered the actual ending date of the course.

  **Please note day and hour requirements:**
  
  - 1 credit - Minimum of 3 days with 15 hours in class during those days
  - 2 credits - Minimum of 4 days with 30 hours in class during those days
  - 3 credits - Minimum of 45 hours in class (usually done in no less than 2 weeks)

- **Location** - List the city where the course will be held.

- **Number of Credits** - Must meet day and time requirements listed above.

- **Pass/Fail or Graded** - Instructors may choose Pass/Fail or Graded (not both)—whatever they feel best suits their students’ needs. Please keep in mind that often students will need to have a letter grade to satisfy certain requirements for degrees or school districts.

- **Method of Delivery** - Indicate whether a course will be delivered on site, via the Internet, via video conferencing or by a combination of these methods.

- **Instructor** - Name the instructor of record. A vita or resume must be included with the course request for non-MSU instructors, non-academic MSU faculty, and MSU adjunct instructors. The instructor should hold at least a master’s degree in the subject area in which he or she is going to teach. *The course request may be denied if the instructor’s qualifications are deemed inappropriate for the course level being taught.*
• **Course Expenses** - “Supported by student fees” means a course will be self-supporting and all expenses including instructor salary, advertising, travel, etc., will be paid by income generated from student fees. “Fully sponsored” means the instructor has some other means of support such as departmental funds or a grant which covers all course expenses.

3. **Guidelines for completion of second section of form:**  
   All questions should be answered completely and paperwork attached to the course request form along with a vita or resume if required. Most questions are self-explanatory; however, please note the comments below referring to the following questions:
   - **Question A.3.** *Provide a course syllabus containing all major topics to be covered.*  
     This should be a complete syllabus, such as what is distributed to students on the first day of class.
   - **Question B.2.** *Does the course represent an upgraded version of an undergraduate level course?*  
     If so, sufficient justification must be provided to indicate the course now contains the rigor required of a graduate level class.

   *Failure to address the above questions clearly and thoroughly could result in denial of the course request.*

4. **Course requests must be submitted to the Office of Continuing Education at least three months prior to the beginning of the course.** This ensures adequate time for faculty and administrators to review the course, address any problems, and request any additional information needed. The Office of Continuing Education will circulate the course request for review and approval by the department and college overseeing the rubric, and the College of Graduate Studies.

5. **Registration Procedures:** If students are registering on-line, the Office of Continuing Education will mail a packet to the instructor prior to the first day of class with a roster and other information students will need regarding administrative policies and transcripts.

   If students are officially registering on the first day of the course, a complete registration packet will be mailed to the instructor prior to the start of the course. The instructor will complete the registration forms and collect payment from the students. The instructor should return the packet along with payments to the Office of Continuing Education within 3 days of the first class session.

   If the course is self-supporting, the tuition/fees will vary depending on course and/or program. If the course is fully sponsored, the fee is a flat $190.00 (undergraduate) or $225.00 (graduate), regardless of the number of credits.

6. **To inquire about setting up a credit course or to submit completed paperwork, contact:**
   Janine Hansen, Program Coordinator • Phone: (406) 994-5240 • E-mail: jhansen@montana.edu

7. **For questions regarding registration or to submit completed registration forms and payments, contact:**
   Leslie Malenshek, Registration Coordinator • Phone: (406) 994-6683 • E-mail: leslie.malenshek@montana.edu

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